

Irwin M. Jacobs



## Arrival & Dismissal Protocols

### Procedural Changes:

1. Modifications to past procedures have been put in place to increase safety and organization. Car drop off will occur at the crossing walks of Emery & Emma Street. The cross through (staff parking lot) will be blocked off, except for school buses during arrival and dismissal.
  2. During dismissal, visitors will not be permitted in the building from 3:00 – 3:30, unless the front office is notified beforehand. This is to increase the safety of the students and staff during the dismissal traffic.
  3. Arrival and dismissal locations are different. Please review all below.
  4. Thank you for your cooperation. Let's have a safe and productive year!
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Arrival: All students will enter through the main entrance (front of the school). Students who are being dropped off by car, can get dropped off at the crossing walk on Emery Street or Emma Street. The crossway between both streets (school parking lot) will be blocked off during 7:50 - 8:20 & 3:15 - 3:45 to increase safety of students and staff. Only school buses will be permitted in this area during arrival & dismissal.

PK & K students will enter and go directly to their classroom. The Pre-K & K paras will be waiting at the front of the classroom door to welcome the students, assist them with getting their breakfast, and performing their morning work.

1 - 5 students will enter and go directly to the cafeteria and gymnasium. Students will be picked up by their classroom teacher before or by 8:15 to begin their day.

### Arrival Staff:

Emery Street - Principal Leeman, Sarah Carrelas - Interventionist, Ally Bejma - PE teacher

Emma Street - Assistant Principal Barlow, Anne Smith - ESL, Mr. Silva - Spark Teacher

Main Office & Hallway - Sara Rodrigues - Clerk, Veronica Ortiz – Parent Support, Karen Frrenette - ESL, Holly Machdao - SPED

Cafe 1 - 3 - Carol Frates - SPED, Katie Braley - Para, Cathy Hendriques - Cafe, Health,

Gym 4 - 5 - Kris Welchman - Student Adjustment Counselor, Music, Building Base Sub, Erin Mcquade - Art

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**Dismissal:** Teachers will dismiss their students in the following areas:

**PK** - Main entrance at 2:30, **K & 1:** Front playground entrance at 3:30., **2 & 3** : Middle playground entrance at 3:30.

**4 & 5:** Basketball courts at 3:30

ID's will be checked for parental pick up until identities are established.

**\*Buses:** At 3:25, Specialists – PE 3<sup>rd</sup> floor, Health 2<sup>nd</sup> floor , Art 1<sup>st</sup> floor , Music sub (if all present, please assist K) will retrieve all the bus students. Students will be walked down to the first floor, exit through the side door, and walked onto the school bus by the assigned staff. **\*All other access points to the building will be closed off and students will not be allowed to enter or exit from these locations, unless there is an emergency.**

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